MONTANA STATE LIBRARY

ISD News and Views

Inside

Announcing News
and Views Cre-
ated With Word-
Perfect 5.0

Microcomputer Problem and Change Meetings

The Information Center sponsors bi-weekly problem and change meetings each Thursday after payday. The purpose of the meetings is to share information, document and update system changes, and resolve problems concerning microcomputers. The meetings are a forum where those responsible for agency microcomputers can learn from each other and maybe even prevent a problem before it occurs.

September's meetings will be September 8, and September 22, at 10:00 a.m., in Room 13 of the Mitchell Building. If you have any questions, please contact Sandi or Wendy at 444-2973.

Backups

Backups are an essential part of microcomputer applications. The goal of backup is to ensure that adequate information exists to restore software and data files in the event of a machine malfunction, accidental erasure, or damage to programs or data. All files and software packages should be backed up and all backups should be stored in a secure location away from the primary use area.

Maintain at least two backup copies of software and data.

The most recent backup should be stored in a secure area on-site with the previous backup stored in a secure area off-site. These backups should be rotated.

Establish a backup schedule and make sure it is followed. Backup may be done daily, weekly, or monthly depending on how critical the data. For example, on Friday, do a complete backup of the hard disk. On Monday through Thursday, do a daily backup of data that has been modified.

If backups are not done and your hard disk fails, all software will have to be reinstalled on your machine and all data files will have to be retyped. This is a long, costly process.

Examples of backups:

a. Backup entire hard disk
    BACKUP C:*.* A: /S

b. Backup subdirectory called wp
    BACKUP C:\WP*.* A: /S

c. Backup all files that have been modified since the last backup.
    BACKUP C:*.* A: /S/M

Call the Information Center at 444-2973 for more information on backups.

Disk Error 23

Several agencies have been experiencing a Disk Error 23 while retrieving, saving and/or editing WordPerfect documents. This seems to occur most often when switching back and forth between documents located on your floppy and hard disk or from floppy to floppy. However, some hard disk users are also having this problem. Once a disk error 23 occurs, your chances of accessing that document again are close to zero. Make sure you are doing regular backups. If you have a backup copy of the file you will be able to recover your document.

To date we have no answers from either WordPerfect or IBM as to how to recover the corrupted documents, but we can give you a recommendation on how to avoid the problem.

When you press LIST FILES (F5) and need to switch diskettes or drives, place your cursor on the entry that says .**<Current> <DIR>** and press ENTER. Place a new diskette in the drive and then type in the drive name or the directory name you wish to have displayed and press ENTER.

If you have any questions concerning this error, contact Gale or Melanie at 444-2973.

WordPerfect Training

Since ISD is now supporting WordPerfect 4.2 and 5.0, we are offering several WordPerfect classes. They are as follows:

Introduction to WordPerfect 4.2

Advanced WordPerfect 4.2

Introduction to WordPerfect 5.0

Advanced WordPerfect 5.0

WordPerfect 4.2 to 5.0 Conversion Class

When you sign up for any of the above classes, please be sure to specify which version of WordPerfect you need to be trained in. A complete description of all the classes is located in the training section of this newsletter.

COPY PROTECTION REMOVAL from Lotus 1-2-3

We have received the Value Pack disk from Lotus that adds in a couple of new capabilities and removes the Lotus copy protection. The two new additions are Lotus Speedup and Lotus Learn. Lotus Speedup improves the way that Lotus 1-2-3 recalculates a spreadsheet to decrease the time needed for recalculation. This can be significant for large spreadsheets. The Lotus Learn feature works a lot like the macro definition function in WordPerfect. It will write your macro as you enter the commands. You can edit your macro after you exit Learn mode.

Of interest to the many people who have backed up their Lotus files only to find that when they restore them, they will no longer run. Lotus copy protection is the culprit. You can now remove the Lotus copy protection from your original System and Backup System disks as well as from your hard drive. The Information Center has permission from Lotus to distribute the Value Pack disk within the state government. Running this disk on your protected Lotus disks will add a message to the Lotus logo that appears each time Lotus is started. The message tells you that copy of Lotus is licensed to the State Government, State of Montana.

A free class is scheduled to demonstrate each of these features of the Value Pack on September 30th. Check the training schedule for details. The Information Center urges each department to schedule a couple of people to attend this demo and bring a diskette for their free copy of Value Pack. This diskette can then be freely copied on all legally licensed Lotus copies in the department. Call Brett McAlister at 444-2044 for more information.

Microcomputer Term Contracts

Product Showings

ISC has scheduled a demonstration of ACER personal computers for September 14. The demonstration will be held in Bozeman. A charter bus (capacity 47) will be provided and departs Helena at 8:30 AM in front of the Mitchell Building. Call ISD at 444-2973 for reservations on the bus. A drawing will be held for a FREE Acer 710.

IBM is planning to sponsor a "PC Fair" the last week of September. Watch for further details regarding this product showing.

Zenith plans to have a Truckload sale of its products the week of October 17th. Watch for further details regarding this product showing.

Updates

We are currently making arrangements to extend the term contracts for microcomputers and maintenance services for another year. We are still negotiating with IBM regarding the extension or rebidding of this product line. We will probably be rebidding the laser printer term contract because Valcom is unable to extend the laser contract since Hewlett Packard raised the base price.

As usual, term contract vendors have been busy enhancing their products lines and we have been unable to keep up with all the changes.

IBM plans to distribute a revised prices list during the first part of September. In the meantime, it is important to know that the following feature codes are no longer available:
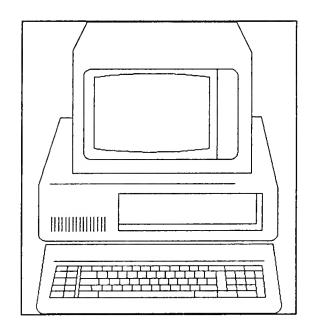
0112, 0202, 0205, 0468, 1003, 1013, 1203, 3090, 3325, 3326, 3337, 3339, 3397, 6585

Check these features especially if you are ordering memory or diskette options for PCs, PC/XT or PC/AT.

ISC has requested that we add several new products to their product list including an ACER 5200 which is 20Mhz 80386 (price not yet available). In addition, ACER 710 will be upgraded to include 1MB RAM and a slight price increase. A new model of the ACER 1100 will be available. It will have a 20 mhz processor, 2MB RAM and 70MB Hard disk. Also a new 12 mhz

80286 called the ACER 915 will be available. Addition of these products will be subject to technical evaluation by Information Services Division.

Zenith's product lines includes a new low end Z-184 laptop PC with 20MB and 640K RAM for $1799.

Features

New Mainframe Operating System Notes

THANKS!   Thanks to all of you who helped us in converting the MVS/SP operating system to MVS/XA on the 3081. Many of you provided us with test job streams or came in to test various systems or software products. Still more of you came in on the 'free' test weekend or submitted jobs to run on this weekend. We appreciate the time and effort you gave to help us out. Thanks again.

EXPLANATION   A bit of an explanation is probably in order. One major test we cannot perform in a conversion of this magnitude is a valid stress test of the system. It would require several hundred people coming to work on a weekend. The problem is that we can't determine if we will have a major performance problem or resource shortage (memory, I/O, etc.) until we put the system into production.

Well, as most of you are aware, we did run into a resource shortage with real memory when we put XA into production. After a couple of hours, we were able to limit the major impact of the shortage to TSO by reducing the maximum number of concurrent TSO users allowed on the system from 60 to 40 and by making some changes to the paging subsystem. This reduced the demand for real memory and allowed the system to page more efficiently. The rest of the system was actually running acceptably after these changes. We then ordered some additional

memory to resolve the shortage. The new memory was installed on July 31 and TSO is now back to normal.

SDSF CHANGES We are continuing to learn a lot about XA and the new products we installed with it. We will keep you posted on refinements we make to it and new features we discover. For example – We have made some changes to SDSF that will give you more control over your jobs. (Some of these controls were available on the old SP system.)   The changes:

1.   You can now hold and release your jobs from the input screen.
2.   You can change the priority of your jobs from the input screen.
3.   You can change the job class of your jobs from the input screen.
4.   In order to give you the above capabilities, we had to remove access to the INIT and PR screens. The INIT screen shows the current status in the system initiators. The PR screen show the current status of the JES2 printers. We feel the benefits of the additional control over your jobs outweigh the loss of these two status displays.

MISCELLANEOUS   The following is a list of some other items that may be of interest.
1.   SYNCSORT was installed to exploit the MVS/XA environment. As such, it is using more virtual memory in an effort to reduce the number of disk EXCPs necessary to perform a sort.

This may require larger REGION requests for your sorts, particularly if the sort is an internal sort.

2. The REMOTE command of SDSF was not incorporated into the XA version of SDSF by IBM. However, they are going to provide the REMOTE command via a PTF which we will apply as soon as it is available and clean.

3. All references to SYST.SORTLIB should be removed from your JCL for sorts. This dataset is typically referenced on STEPLIB or SORTLIB DD statements. The dataset is no longer required and should be removed from your JCL to prevent future problems.

Network Changes

Any time a terminal that is attached to the state's remote network (e.g. on a phone line) is added, deleted, or significantly changed (like from a CRT to a printer), a large amount of software work and coordination has to take place to implement the change. The policy in the past has been that ISD would make these changes once a month - on the last Thursday of the month, except for emergencies.

Since these emergencies have become an almost daily occurrence, we have changed the policy to generate the software twice a month. Any change requests received by the 1st will be implemented by the 15th. Any changes we receive between the 1st and the 15th will be implemented by the end of the month. Any emergency requests will be looked at a lot harder than they have been recently. This policy affects only terminals; CICS changes will still be done every Thursday.

For more information, contact Tom Buchholz at 444-2860.

Department of Commerce and Public Service Commission Join Electronic Mail

Both the Department of Commerce and the Public Service Commission are now able to communicate with the Electronic Mail system.

The address for these systems will be different than the usual DSVHOST. The new users are listed below.

When communicating with any of these users, remember the following things:

  They can accept and read NOTES, FFT documents, and the simple four line messages.

  They cannot accept WordPerfect documents without converting them to "Revisable Form Text" (RFT). Listed below are the steps necessary to convert a WordPerfect document to an RFT format. If you have any questions, please call Jeanette at 444-2973 (or send her a message).

  1.   At the C:> prompt:
  2.   C:> cd\wp\data (sub-directory where document is located)
  3.   C:> convert xxxxxxxx.xxx xxxxxxxx.rft 1 1

                     | |
              (input file name) |
                                   (output file name)
  4.   C:> cd\

       This procedure will convert your WordPerfect document to an RFT format and can then be sent to either Commerce or Public Service Commission for revision.

If you receive an RFT document from any Electronic Mail user, the steps listed below will convert the document back into a WordPerfect format. Listed below are those steps.

  1.   C:> cd\wp\data (sub-directory where document is located)
  2.   C:> convert xxxxxxxx.rft xxxxxxxx.xxx 2

                     | |
              (input file name) |
                                   (output file name)
  3.   C:> cd\

Please NOTE: If you are going to reply to a message or note sent to you from anyone within Department of Commerce, the system will not address the TO: field correctly so verify that the person received it.

DEPARTMENT OF COMMERCE

User ID	Address	User Name	Division
KEITH	DOCA	Keith Colbo	Director
ANDY	DOCA	Andy Poole	Director
ALENE	DOCA	Alene Gorecki	Director
CAROLYN	DOCA	Carolyn Doering	Business Regulation
BARB	DOCA	Barb Charlton	Management Services
GUY	DOCA	Guy Stavnes	Management Services
HUBBER	DOCB	Bill Hubber	Management Services
JAN	DOCD	Jan Kalgaard	Investments
TOM	DOCD	Tom Puhut	Video Gaming

PUBLIC SERVICE COMMISSION

User ID	Address	User Name	Division
PSCS03	PSC1	Madeline Cottrill	Centralized Services
PSCS05	PSC1	Carol Frasier	Centralized Services
PSCU04	PSC1	Kate Whitney	Utilities
PSCL01	PSC1	Debbie Cotton	Legal

Free Microcomputer Mini Demonstrations

Lotus Value Pack Free Demonstration: presented by Brett McAlister
of the Information Center

DATE: September 30, 1988
TIME: 1:00 pm to 3:00 pm
PLACE: Room 25, Mitchell Building
COST: No charge
LIMIT: 20

This demonstration is to familiarize representatives from each
department on the installation and use of the Lotus Value Pack
diskette. Attendees should be persons in a position to distribute
software within their respective departments and/or train others
in its use.

Topics to be covered are:
        The Lotus Add-in Manager
        The Lotus Speedup add-in
        The Lotus Learn add-in
        Lotus 1-2-3 ver. 2.0 and 2.01 copy protection removal
                (there is **NO** copy protection removal for ver. 1a)

Attendees should bring a blank formatted diskette for their copy
of Value Pack.

Mainframe Computer Mini Demonstrations

PC SAS Demonstrations: presented by Gary Wulf of the Information
Center

DATE: October 4, 1988
TIME: 1:30, 2:30 and 3:30 pm
PLACE: Room 25, Mitchell Building
COST: No charge
LIMIT: 20

The PC version of our mainframe statistical product SAS is now
available for the state's statisticians (see July News & Views).
Demonstrations of PC SAS and the SAS PC to mainframe link will be
given on October 4 at 1:30, 2:30, and 3:30 PM. The demonstrations
will introduce you to how the products will fit into the state
computing environment and provide a guide to which classes to take.
A series of classes covering various aspects of running SAS will
be held starting November 28. Also covered will be PC SAS hardware
and installation requirements.

CULPRIT MATCH FILE PROCESSING: presented by Randy Holm or Sheralyn
Thompson-Marble of the Information Center

DATE:	November 18, 1988
TIME:	1:00 pm to 3:00 pm
PLACE:	Room 25, Mitchell Building
COST:	No charge
LIMIT:	20

Learn how to match 2 or more files using CULPRIT and how to code
the various processing needed for matched or unmatched conditions.

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*                      UPCOMING CLASSES                       *
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Data Network Classes

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Sept 9 am              Telephone Station User Training
Sept 9                 State Computer System Orientation
Sept 16 pm             Personal Manager
Sept 19 am             Personal Services/PC
Oct 4 pm               PC SAS demo
Oct 24                 Basic Terminal Skills
Nov 14 am              Personal Services/PC
Nov 18 pm              Culprit Match File Processing
Nov 23 pm              Personal Manager
Nov 28-Dec 1           Introduction to SAS
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Microcomputer Classes

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Sept 6                 Beginning Microcomputer Skills
Sept 12-13             Introduction to Lotus 1-2-3
Sept 14 am             Beginning Macros for Lotus 1-2-3
Sept 14 pm             Intermediate Macros for Lotus 1-2-3
Sept 15-16             Advanced Lotus 1-2-3
Sept 21 am             Advanced Macros for Lotus 1-2-3
Sept 26                Micro Database Concept and Design
Sept 27-28             Beginning RBase: System V
Sept 30 pm             MINI - Lotus 1-2-3
Oct 3-4                Introduction to Lotus 1-2-3
Oct 7                  Conversion for WordPerfect 4.2 to 5.0
Oct 17                 Conversion for WordPerfect 4.2 to 5.0
Oct 19                 Beginning Microcomputer Skills
Oct 25                 Fundamentals of DOS
Oct 26-27              Introduction to WordPerfect 5.0
Oct 27-28              Introduction to WordPerfect 4.2
Oct 31                 Beginning Microcomputer Skills
Nov 1                  Conversion for WordPerfect 4.2 to 5.0
Nov 2-3                Advanced Features of WordPerfect 4.2
Nov 4                  Freelance
Nov 7 & 9              Introduction to WordPerfect 4.2
Nov 9-10               Advanced Features of WordPerfect 5.0
Nov 14-15              Introduction to WordPerfect 5.0
Nov 16                 Intermediate DOS
Nov 21                 Conversion of WordPerfect 4.2 to 5.0
Nov 22-23              Introduction to Lotus 1-2-3
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TRAINING SCHEDULE

STATE DATA NETWORK CLASSES

BASIC TERMINAL SKILLS: presented by the staff of the Information Center

DATE:	October 24, 1988
TIME:	8:30 am to 4:00 pm
PLACE:	Yellowstone Room, DNRC Building
COST:	$50.00
LIMIT:	8
PREREQUISITE:	3270nd (interactive class on terminal operation)

BASIC TERMINAL SKILLS is a hands-on workshop to provide experience using computer terminals and the SPF editor. The SPF editor is an easy-to-learn menu used to enter data and programs into the State of Montana central computer system. Entering data, changing data and submitting programs for execution are covered in detail. Also covered are SPF's utility functions and how to track job output.

This course is essential for state government personnel using terminals tied into the State of Montana central computer. This course is a prerequisite for many other ISD classes.

PERSONAL MANAGER (PM): presented by Jeanette Rushford of the Information Center

DATE:	September 16, 1988
	November 23, 1988
TIME:	8:30 am to 10:30 am on Sept. 16
	1:00 pm to 3:00 pm on Nov. 23
PLACE:	Room 25, Mitchell Building
COST:	$25.00
LIMIT:	12
PREREQUISITE:	Beginning Microcomputer Skills or Basic Terminal Skills

Personal Manager is a calendaring product available through the Division's mainframe. It is used for scheduling meetings (for yourself and others) and vacations, reserving resources like conference rooms, and even taking telephone messages.

USING PERSONAL SERVICES/PC (PS/PC): presented by Jeanette Rushford or Melanie Coughlin of the Information Center

DATE:	September 19, 1988
	November 14, 1988
TIME:	8:30 am to 12:00 noon
PLACE:	Room 25, Mitchell Building
COST:	$35.00
LIMIT:	12
PREREQUISITE:	Beginning Microcomputer Skills and experience with either WordPerfect or Displaywrite3

PS/PC allows you to electronically send and receive messages or files. A document created by either WordPerfect or Displaywrite3 can be distributed to any other person also using PS/PC by going through DISOSS on the state's mainframe.

To use PS/PC you must have the Personal Services/PC software, the IBM PC 3270 Emulation Program and adapter, and a coaxial cable or phone line connecting your PC to the mainframe.

INTRODUCTION TO SAS: presented by Gary Wulf of the Information Center

DATE:	November 28, 29, 30 and December 1, 1988
TIME:	8:30 am to 4:30 pm
PLACE:	Room 25, Mitchell Building
COST:	$200.00 (all modules) plus manuals
	Individual modules will cost $25.00 per half day
LIMIT:	10
PREREQUISITE:	Depends on options selected. The course has been redesigned to accommodate both mainframe, PC, and mainframe to PC SAS.
Mainframe SAS	Basic Terminal Skills, TSO signon ID, TSO library, and MVS JCL (Module 1 below satisfies the JCL requirement.)
PC SAS only:	Basic Microcomputer Skills
PC & Mainframe:	All of the above
FSP	Mainframe SAS

SCHEDULE:
Module 1,JCL for mainframe SAS, 1/2 day, November 28, 8:30 to 12:00
Module 2,Intro to SAS for IBM Mainframe and PC's, 2 1/2 days, November 28, 1:00 to 4:30, November 29, 8:30 to 4:30, and November 30, 8:30 to 4:30
Module 3,The SAS PC to Mainframe Link, 1/2 day, December 1, 8:30 to 12:00
Module 4,Designing online applications using SAS FSP (Full Screen Product), taught on mainframe only. 1/2 day December 1, 1:00 to 4:30

MANUALS REQUIRED FOR CLASSES:

Title	Required For			SAS Order	
	MF	PC	FSP	No.	Price
SAS User's Guide: Basics, Version 5	X			P5603	$24.95
SAS Language Guide for PCs, Rel. 6.03		X		P5856	19.95
SAS Procedures Guide, Rel. 6.03		X		P5843	15.95
SAS FSP User's Guide, Version 5			X	P5631	24.95

Additional manuals are available from SAS which are quite useful. These will be discussed in class. Of special interest are the Statistical Procedures manuals which, though not covered in class, are necessary for anyone doing advanced statistics. Students must register by October 24, 1988 to have manuals ordered for them by the Information Center.

Although SAS stands for Statistical Analysis System, it is a very powerful general purpose tool for capturing, editing, and reporting data. In just a few minutes, one can design and program a full screen data entry application for a terminal. Reports and statistical procedures can be coded to summarize and print the information entered.

This course is intended to teach the basics of SAS as a general tool and its use to prepare data for analysis by SAS statistical procedures. Throughout the class period, students will develop and program a variety of SAS features, including basic statistical procedures. The class does not attempt to teach statistics and prior knowledge of statistics is not necessary.

Note: The class will be taught using personal computers. If you will be taking the mainframe options and are not familiar with a 3270 terminal emulator running on a PC, please so indicate on the registration form and arrangements will be made to put a 3270 type terminal in the classroom.

MICROCOMPUTER CLASSES

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of the Information Center

DATE: (one day only)   October 19, 1988
                          October 31, 1988
TIME: 8:15 a.m. to 4:30 p.m. **each day**
PLACE: Room 25, Mitchell Building
NON-SUBSCRIBER COST: $60.00
SUBSCRIBER COST: $40.00
LIMIT: 12
PREREQUISITE: None

This course will give participants brief hands-on experience with microcomputers. Topics to be covered:

The machine	Word processing
The operating system	Spreadsheets and graphics
Communications	File management

All class time will be spent using microcomputers and software. The participant will learn what microcomputers can do and how to approach them with a positive attitude. This course or its equivalent is a prerequisite for other microcomputer courses.

FUNDAMENTALS OF DOS: presented by Gale Kramlick or Melanie Coughlin of the Information Center

DATE: October 25, 1988
TIME: 8:30 am to 4:30 pm
PLACE: Room 25, Mitchell Building
NON-SUBSCRIBER COST: $60.00
SUBSCRIBER COST: $40.00
LIMIT: 12
PREREQUISITE: Beginning Micro Skills and/or 3 months
                          micro experience

FUNDAMENTALS OF DOS is intended for microcomputer users who need to know more about controlling their microcomputer through its operating system. Programming experience is NOT required. Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming
- Special files like CONFIG.SYS
- Internal commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
- External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
- How to interpret batch files
- Backup procedures

INTERMEDIATE DOS: presented by Gale Kramlick of the Information Center

DATE:	November 16, 1988
TIME:	8:30 am to 4:30 pm
PLACE:	Room 25, Mitchell Building
COST:	$50.00
LIMIT:	12
PREREQUISITE:	Fundamentals of DOS or appropriate e x -

perience

This class is designed to follow the Information Center's "Fundamentals of DOS" class. It is not designed for programmers and does not intend to teach all the advanced features of the operating system.

The topics that are covered in "Intermediate DOS" are:

ATTRIB	JOIN	LABEL
DISKCOMP	MODE	XCOPY
REPLACE	SELECT	

Other features of the Disk Operating System that will be discussed are:

    Filters (FIND, MORE)
    Batch File Creation (EDLIN, Batch file commands)

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WORD PROCESSING CLASSES
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INTRODUCTION TO WORDPERFECT 4.2:   presented by Melanie Coughlin of the Information Center

DATE:	November 7 and 9, 1988
TIME:	8:30 to 3:30 pm on **November 7**
	8:30 to 12:00 noon on **November 9**
PLACE:	Room 25, Mitchell Building
NON-SUBSCRIBER COST:	$90.00
SUBSCRIBER COST:	$60.00
LIMIT:	12
PREREQUISITE:	Beginning Microcomputer Skills

This course is intended for anyone interested in learning the basics of WordPerfect. This class will concentrate on text creation, use of function keys, editing, formatting, printing, filing, and retrieving documents. Merging documents, macro creation, block functions and use of the spell checker are also covered.

ADVANCED FEATURES OF WORDPERFECT 4.2: presented by Melanie Cough-lin of the Information Center

DATE:	November 2 and 3, 1988
TIME:	8:30 am to 3:30 pm on **November 2**
	8:30 am to 12:00 noon on **November 3**
PLACE:	Room 25, Mitchell Building
NON-SUBSCRIBER COST:	$90.00
SUBSCRIBER COST:	$60.00
LIMIT:	12
PREREQUISITE:	Beginning Microcomputer Skills and Intro-duction to WordPerfect

For those already using WordPerfect, the advanced class will cover footnotes, column generation, advanced macros, advanced merging, and outlining. Sorting capabilities and dual document editing are also covered.

INTRODUCTION TO WORDPERFECT 5.0: presented by Gale Kramlick or Melanie Coughlin of the Information Center

DATE:	October 26 and 27, 1988
	November 14 and 15, 1988
TIME:	8:30 to 3:30 pm on **October 26**
	8:30 to 12:00 noon on **October 27**
	1:00 to 4:30 pm on **November 14**
	8:30 to 3:30 pm on **November 15**
PLACE:	Room 25, Mitchell Building
NON-SUBSCRIBER COST:	$90.00
SUBSCRIBER COST:	$60.00
LIMIT:	12
PREREQUISITE:	Beginning Microcomputer Skills

This class is designed for beginning users of WordPerfect 5.0. Experience with WordPerfect 4.2 is not necessary. The class will take the participants through the fundamentals of creating, print-ing, and editing documents. The new Setup feature will be dis-cussed. Formatting documents as they are created and after crea-tion will be covered. Some of the time saving features such as spell check, merges, block functions and macros will also be cov-ered.

ADVANCED FEATURES OF WORDPERFECT 5.0: presented by Gale Kramlick or Melanie Coughlin of the Information Center.

DATE:	November 9 and 10, 1988
TIME:	8:30 to 3:30 pm on **November 9**
	8:30 to 12:00 noon on **November 10**
PLACE:	Room 25, Mitchell Building
NON-SUBSCRIBER COST:	$90.00
SUBSCRIBER COST:	$60.00
LIMIT:	12
PREREQUISITE:	Beginning Microcomputer Skills
	Introduction to WordPerfect 5.0

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, changing fonts within a document, creating style sheets and master documents, keyboard layout, compose and graphics.

> > * * * NEW CLASS * * * < <

CONVERSION OF WORDPERFECT 4.2 TO 5.0: presented by Gale Kramlick or Melanie Coughlin of the Information Center.

DATE: (One day only)	October 7, October 17, November 1 and November 21, 1988
TIME:	8:30 am to 4:30 pm **each day**
PLACE:	Room 25, Mitchell Building
COST:	$50.00
LIMIT:	12
PREREQUISITE:	Beginning Microcomputer Skills, Introduction to WordPerfect

This class is designed for people in the process of converting from WordPerfect 4.2 to 5.0. Topics of the will cover basic changes like menus, setup options, function key changes, converting document from 4.2 to 5.0 and from 5.0 to 4.2 and Reveal Codes. Some of the advanced features such as Macro Editing, Keyboard Layout, Fonts, Styles, Clip Art Images, Compose, Master Documents, Automatic Referencing, Document Compare and Kerning will also be covered.

DON'T HAVE TIME TO ATTEND CLASS? The Information Center has received a forty-minute video that explains some of the major changes in WordPerfect 5.0. Some of the topics covered in the video will not be discussed in the Conversion Class. This video explains the changes "in a nut shell", giving you a basic understanding of the changes. If you would like to view this video, contact the Information Center 444-2973 to make reservations.

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                      SPREADSHEET CLASSES
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INTRODUCTION TO LOTUS 1-2-3: presented by Gale Kramlick or Wendy Wheeler of the Information Center

DATE:	November 22 and 23, 1988
TIME:	8:30 am to 3:30 pm on **November 22**
	8:30 am to 12:00 noon on **November 23**
PLACE:	Room 25, Mitchell Building
COST:	$50.00
LIMIT:	12
PREREQUISITE:	Beginning Microcomputer Skills

This course is designed for anyone with little or no previous 1-2-3 or microcomputing experience.

INTRODUCTION TO LOTUS 1-2-3 will concentrate on 1-2-3 spreadsheet design and commands and the creation of graphics. Printing spread-sheets and graphs is also covered. The more advanced features such as macro programming and database commands are covered in other courses.

Class format consists of lecture and hands-on practice followed by lab time on actual agency spreadsheets (ideas and data to be pro-vided by the student) for further experience.

ADVANCED FEATURES OF LOTUS 1-2-3: presented by Brett McAlister and Gale Kramlick of the Information Center

DATE:	September 15 and 16, 1988
TIME:	8:30 am to 4:30 pm on first day
	8:30 am to 12 noon on second day
PLACE:	Room 25, Mitchell Building
NON-SUBSCRIBER COST:	$75.00
SUBSCRIBER COST:	$65.00
LIMIT:	12
PREREQUISITE:	Beginning Microcomputer Skills and Intro-duction to Lotus 1-2-3

This course is designed for anyone who is using 1-2-3 for basic spreadsheet work. Features not covered in the introductory class will be included (ex: protection status, range names, combining files, etc). Advanced features such as one and two-way sensitivity analysis tables and common @ functions will be covered in detail. Class consists of lecture, hands-on practice, lab work or question and answer period if time permits.

BEGINNING MACROS FOR LOTUS 1-2-3:   presented by Gale Kramlick of the Information Center.

DATE:	September 14, 1988
TIME:	8:30 am to 12:00 noon
PLACE:	Room 25, Mitchell Building
NON-SUBSCRIBER COST:	$35.00
SUBSCRIBER COST:	$25.00
LIMIT:	12
PREREQUISITE:	Introduction to Lotus 1-2-3

This class is designed for the regular Lotus 1-2-3 user who wants to include the power of Lotus 1-2-3 Macros in their spreadsheets. Subjects covered are: naming the macro, the /0 macro, entering the macro into the spreadsheet, invoking the macro, how to include special keys (ie. function keys, arrow keys, home key, escape key, etc) in the macro, and macro documentation. Also covered will be how to make the macro interact with the operator and simple decision making.

INTERMEDIATE MACROS FOR LOTUS 1-2-3:   presented by Brett McAlister of the Information Center

DATE:	September 14, 1988
TIME:	1:00 pm to 4:30 pm
PLACE:	Room 25, Mitchell Building
NON-SUBSCRIBER COST:	$35.00
SUBSCRIBER COST:	$25.00
LIMIT:	12
PREREQUISITE:	Introduction to Lotus 1-2-3

This class is designed for the person who has mastered the concepts presented in Beginning Macros. The primary emphasis in this class is the use of branches and loops to increase the power of the macro. In addition subroutines will be covered as well as the {DEFINE} AND {DISPATCH} commands. More advanced decision making routines will also be presented.

ADVANCED MACROS FOR LOTUS 1-2-3: presented by Brett McAlister of the Information Center

DATE:	September 21, 1988
TIME:	8:30 to 12:00 noon
PLACE:	Room 25, Mitchell Building
NON-SUBSCRIBER COST:	$35.00
SUBSCRIBER COST:	$25.00
LIMIT:	12
PREREQUISITE:	Introduction to Lotus 1-2-3

This class is designed for the Lotus 1-2-3 POWER user who designs spreadsheets for others to use. Covered in this class are those aspects of Lotus 1-2-3 and macros that affect the way the spread-sheet is presented to the user. Items such as custom menus, {BEEP}, {PANELOFF}, {PANELON}, {WINDOWSOFF}, {WINDOWSON}, {RECALC}, {BREAKOFF}, and {BREAKON} will be presented.

The user should already be familiar with invoking, creating and editing macros with 1-2-3. The Intermediate Macros class is not a prerequisite.

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DATABASE CLASSES
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MICRO DATABASE CONCEPTS AND DESIGN: presented by Brett McAlister of the Information Center

DATE:	September 26, 1988
TIME:	8:30 am to 4:30 pm
PLACE:	Room 25, Mitchell Building
NON-SUBSCRIBER COST:	$60.00
SUBSCRIBER COST:	$40.00
LIMIT:	12
PREREQUISITE:	Beginning Microcomputer Skills

This class is designed to give participants a primary understanding of what a relational database is and how it compares to other prod-ucts like Lotus 1-2-3 and PFS:Professional File. The class teaches database design techniques and is a prerequisite for other database classes offered by the Information Center.

BEGINNING R:BASE SYSTEM V: presented by Brett McAlister of the Information Center

DATE: September 27 and 28, 1988
TIME: 8:30 am to 4:30 pm each day
PLACE: Room 25, Mitchell Building
NON-SUBSCRIBER COST: $120.00
SUBSCRIBER COST: $80.00
LIMIT: 12
PREREQUISITE: Beginning Microcomputer Skills **and** Micro
                            Database Concepts and Design

This class will give participants hands-on experience creating a database and developing a simple application with R:Base System V. The application will include database updates, queries, and simple forms and reports generation. "Prompt by Example" and "Express" will be used.

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GRAPHICS CLASSES
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FREELANCE: presented by Gale Kramlick of the Information Center

DATE: November 4, 1988
TIME: 8:30 am to 4:30 pm
PLACE: Room 25, Mitchell Building
NON-SUBSCRIBER COST: $60.00
SUBSCRIBER COST: $40.00
LIMIT: 12
PREREQUISITE: Beginning Microcomputer Skills

This class will give participants hands-on experience using Freelance to create and enhance business graphs with Freelance's extensive freehand capabilities; importing data from Lotus 1-2-3 to create graphs and importing Lotus graphs into Freelance for enhancement.

Time permitting, a lab session will be available for student practice.

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==================================================================
                  COMMUNICATIONS & NETWORKING CLASSES
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TELEPHONE STATION USER TRAINING: presented by LaVelle Brannin of
the Telecommunications Bureau

DATE:	November 3
TIME:	2:00 pm to 3:00 pm
PLACE:	Room 25, Mitchell Building
COST:	No Charge
LIMIT:	10
PREREQUISITE:	none

This class is designed to familiarize new employees or refresh
current employees with the features and use of the state telephone
system. Also discussed will be the different calling capabilities
available and the dialing plan. This is an interactive class com-
bining demonstrations and hands on usage of the features and the
dialing plan.

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================================================================
                    COMPUTER BASED TRAINING
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The following tutorials are available in the Information Center in
Room 24 of the Mitchell Building free of charge. The tutorials are
either diskette or video-based. All are designed for individual
study and self-pacing. Tutorials available include:

        Using DBase III and DBase III+
        Disk Operating System (DOS)
        DOS: Hard Disk/Floppy Users, Beginning through Advanced
        Using Displaywrite 3
        Introduction to DisplayWrite4
        Advanced DisplayWrite4
        The Instructor (microcomputer systems)
        Intro to Lotus 1-2-3
        Macro Programming & Advanced Lotus 1-2-3
        Beginning R:Base System V
        Typing Instructor
        Turbo Pascal Tutor
        Teach Yourself WordPerfect
        WordPerfect-Seven Easy Steps (30 min. video)

Call Becky in the Information Center at 444-2973 for more informa-
tion or to check out the tutorials.

ISD CLASS ENROLLMENT APPLICATION
COMPLETE THIS APPLICATION **IN FULL** AND
RETURN IT TO THE INFORMATION CENTER BUREAU
PRIOR TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc Sec Nbr (for P/P/P): _____

Agency & Division: _____

Mailing Address: _____

_____

Phone: _____

How have you met the required prerequisites for this
course? Explain giving the class(es) taken, Information
Center tutorial(s) completed, and/or experience.

_____

_____

BILLING INFORMATION/AUTHORIZATION

Are you an ISD subscribing agency: _____

ISD Billing Number (5 digits): _____

Authorized Signature: _____

**FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLA-
TIONS ARE MADE THREE DAYS BEFORE THE DATE FOR EACH CLASS.**

DEPARTMENT OF ADMINISTRATION
INFORMATION SERVICES DIVISION
INFORMATION CENTER BUREAU
RM 24, MITCHELL BLDG
HELENA, MT 59620

DEADHEAD